

Current FACts

FAC News to Use

November 23, 2015

FAC Spotlight: Ky Business One Stop Portal Last Phase 1 Major Release Went Live Last Weekend

Huge data migration to new platform

It's been a long road to get to this stage, but dedicated teams from the Commonwealth Office of Technology and Dept. of Revenue saw their work on the enhanced Kentucky Business One Stop (KyBOS) portal finally go live last weekend.

Thousands of manhours have been devoted to enhancing the capabilities of KyBOS, which have entailed in-depth assessments of current systems, major programming, user testing and more.

This release now allows existing businesses to fully access historical records with the Secretary of State's Office and the Dept. of Revenue. Earlier this year newly registered businesses were able to take advantage of changes and enhancements to the portal.

The migration of more than 500,000 business entities' records to the new portal has been a herculean task for many COT application development and DOR staff.

"I congratulate the team who successfully implemented this major release," said Carla Hawkins, executive director of the Office of Application Development. "Everyone of these individuals should be very proud of this accomplishment as they have led the way in this true 'game changer' for the Commonwealth of Kentucky!"

"I also applaud our team in Revenue," said Barbara Barnes, director of Field Operation for Revenue and the lead coordinator for KyBOS. "We've had many throughout Revenue write business rules, answer questions, and test the new system from end to end."

According to Hawkins, the team broke new ground this year by implementing enterprise systems and services associated with multiple interactions businesses and citizens have with state government. Several pieces of legislation require the Commonwealth to deliver all government

HAPPY THANKSGIVING



State offices closed Thursday and Friday, Nov. 26 and 27 for Thanksgiving.



9000+ new businesses registered
\$124M Withholding Taxes collected
200,000 duplicate records merged
40,000 citizens registered in SIMS

Registration processes reduced to
24 hours from 2 weeks

Sales Tax Permits available immediately for
download/print instead of waiting **2** weeks

to business services via the KyBOS portal, so the work this team has accomplished is critical for future systems to be brought onboard.

Key system architecture components implemented this weekend for existing businesses include:

Dashboard: Overall view of various businesses a representative may be responsible for.

Enterprise Registration Services (ERS) - ERS provides a seamless process for businesses to register with the Secretary of State and/or DOR. The new user interface simplifies the hundreds of business rules which determine what obligations a business has with the Commonwealth.

Commonwealth Business Identifier (CBI) – Each business now

receives a unique CBI number. This universal number will eventually be used for all Commonwealth services in the future.

Onestop.ky.gov

Master Data Management (MDM) – MDM is one of the most groundbreaking systems in this portal. MDM contains the “golden record” of business information across different agency systems, which means a business only has to update information once and it changes throughout those systems.

KyBOS Agency Portal — this allows agencies to see a comprehensive view of a business entity and maintain business information through one single entry point.

Revenue One Stop Data Integration (RODI) — RODI updates this past weekend included completion of changes needed to integrate enterprise registration through the KyBOS Agency Portal with DOR’s legacy systems such as:

- ✓ Sales and Use Tax system
- ✓ Withholding Tax system
- ✓ Corporation Income Tax system
- ✓ MIXERS systems

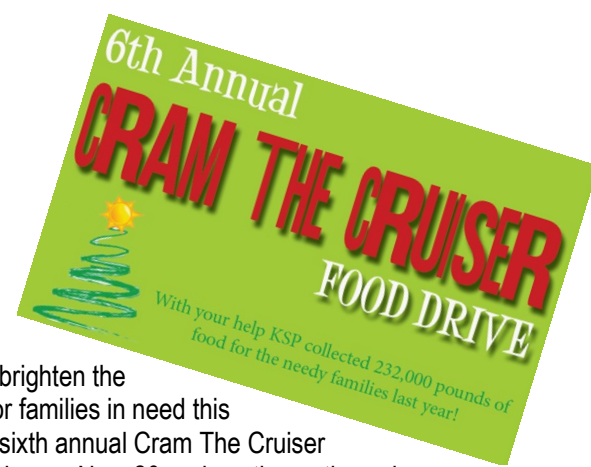
Security Information Management System (SIMS)– SIMS provides citizen authentication and authorization which is unprecedented and essential so businesses and citizens do not have to register User ID and Passwords with multiple state government websites. This past weekend, SIMS was implemented for use by the Public Protection Cabinet’s Alcoholic Beverage Control (ABC) and Occupations and Professions (O & P) licensing applications accessible via the Portal.

Work will continue to bring on new registration services such as Unemployment Insurance Tax (UI) and other eFile and ePay services.

The Kentucky Business One Stop Portal was created in 2011 to simplify and streamline business interactions with different government agencies. It is a partnership of the Office of the Secretary of State, the Finance and Administration Cabinet, the Cabinet for Economic Development, and the Commonwealth Office of Technology.

Kentucky State Troopers and Commercial Vehicle Enforcement

Officers will help brighten the holiday season for families in need this year through the sixth annual Cram The Cruiser food drive, which began Nov. 20 and continues through Dec. 11.



“Service to those in need goes hand-in-hand with our law enforcement mission,” says KSP Commissioner Rodney Brewer. “It’s a way to repay the local communities that support us throughout the year.”



Food collection sites have been established at all 16 KSP posts throughout the state and at the agency’s headquarters in Frankfort. (Visit the KSP website at [kentuckystatepolice.org](http://www.kentuckystatepolice.org) for a listing of the post locations. <http://www.kentuckystatepolice.org/post.htm>)

Suggested non-perishable food donations include canned fruit and vegetables, canned meat, macaroni and cheese, cereal, peanut butter, jelly, canned soups, chili or spaghetti sauce, brownie and cake mixes, coffee, water, powdered milk and juices.

The food will be distributed at post level to local shelters, churches or other organizations serving those in need.

KSP spokesman Sgt. Michael Webb said the agency collected more than 232,011 pounds (116 tons) of food statewide during last year’s Thanksgiving and Christmas holiday season.

“Last year, KSP Post 10 in Harlan led all KSP posts and CVE regions with 43,825 pounds of food collected,” said Webb.

Brewer initiated the program in 2010 to assist needy families in the local post and region areas. Since that time, the agency has contributed more than 500,000 pounds of food to shelters, food banks and churches across the Commonwealth.

“Cram the Cruiser is a great example of law enforcement partnering with civic organizations, businesses and private citizens to make a real difference in local communities throughout the Commonwealth,” says Brewer.

Ky State Parks Foundation Participating in "Giving Tuesday" Dec. 1

Name entered in drawing for night's stay at a state park

The Kentucky State Parks Foundation is participating in the #GivingTuesday campaign, an effort by charitable organizations to raise awareness during the Thanksgiving holidays.

#GivingTuesday takes place Dec. 1, 2015, the Tuesday after Thanksgiving. Organizers plan to use social media to encourage people to give during the holidays.

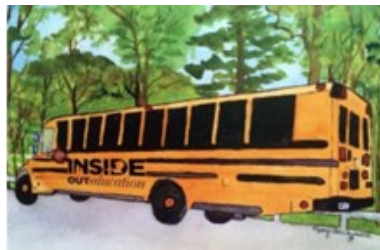


Those who donate for Giving Tuesday (including gifts from now through Dec. 1) will have their name entered in a drawing to win an overnight stay at a Kentucky State Resort Park.

"The foundation is an excellent way for supporters of Kentucky State Parks to have an immediate impact," Parks Commissioner Elaine Walker said. "We want to make people aware of the opportunity to donate to the Kentucky State Parks Foundation as a way of helping our beautiful park system."

The Kentucky State Parks Foundation is a nonprofit organization that supports state parks and various projects in the parks.

One of the latest projects the foundation has initiated is Inside Out Education, which provides grants for school field trips. It only takes \$10 to send a child to a park with Inside Out Education.



The initiative provides transportation and program support to schools, increasing the number of K-12 students who are able to experience an authentic learning environment at Kentucky State Parks.

Once in the parks, a world of learning begins as students discover their natural, cultural and historical heritage; participate in fun and engaging activities; enjoy recreational opportunities and most importantly, begin a lifelong relationship with our Kentucky State Parks.

The website link to the Giving Tuesday site is: <https://givingtuesday.razoo.com/story/Kentucky-State-Parks-Foundation>. For information about the Kentucky State Parks Foundation and #GivingTuesday, visit www.kentuckystateparksfoundation.org.

For more information about Kentucky State Parks, visit www.parks.ky.gov

For more information about Giving Tuesday, visit: <http://www.givingtuesday.org/>

IMPORTANT HUMAN RESOURCES NEWS & INFORMATION

Early December Payroll

Finance Cabinet employees using the ETS timekeeping system must have the timesheet for December 1-15 completed and approved no later than noon on Wednesday, Dec. 16, 2015 in order for that pay period to process early to produce early pay to be distributed on December 23, 2015. Questions may be addressed to the Division of Human Resources by calling 502-564-7233.

INAUGURATION

State government offices will be closed on December 8, 2015 for Inauguration Day. Employees required to work despite the closure of state offices, shall be granted compensatory time for the hours worked as delivery of essential services to the public are not to be impaired. Please note that this will be observed as a closure - not a holiday. Timesheets should be keyed accordingly as this will not auto populate.

YEAR END VERIFICATIONS

In order to ensure that W2 forms are mailed to the correct address, we are requesting your assistance in verifying personal data including address. Please access your record via KHRIS Employee Self Service (ESS) to review and if necessary update your information or contact the Division of Human Resources for assistance.

FINANCIAL DISCLOSURE STATEMENT

Pursuant to KRS 11A.050(1)(b), all officers and many other public servants are required to file a statement of financial disclosure with the Executive Branch Ethics Commission within 30 days of leaving state service. Employees are encouraged to contact the Office of General Counsel, Ethics Officer, before leaving state service to confirm compliance with this statute.

**CHECK OUT
MORE HR NEWS
& INFO
ON PAGE 4.**

IMPORTANT HUMAN RESOURCES NEWS & INFORMATION

REMINDERS FOR THOSE LEAVING STATE GOVERNMENT

If you are planning to retire or otherwise separate from service please coordinate your departure with your supervisor as well as the Division of Human Resources. Employees are asked to clean up emails and office space, return keys/fobs and other agency items, and are advised not to download unauthorized data.

Wireless users with state-owned devices such as phone, iPad, etc. need to turn in the device prior to leaving. To turn in your device, please contact Marcia Adams, Marcia.adams@ky.gov, 502-564-7751, Room 484 Capitol Annex, or David Crume, david.crume@ky.gov 502-564-8042, located in the KSOB on High Street.

PERFORMANCE EVALUATIONS

When a first line supervisor departs between November and January, the supervisor can perform the evaluation prior to leaving but if that does not occur then the second line supervisor (assuming that individual meets the requisite 60 day requirement and has attended the required training) should perform the year-end evaluation in January. If a second line supervisor does not exist or is not eligible then the agency may submit a request to the Personnel Cabinet for a 60 day extension to permit the incoming supervisor to be trained and acclimate prior to conducting the evaluation. In event of the latter, departing supervisors are advised to leave information that the new supervisor can use to appropriately evaluate the employee's performance.

HEALTH INSURANCE

An employee's health insurance coverage will terminate the **last day** of the pay period in which the employee separates. Below are some examples to explain this process:

Employee separates December 7 – health coverage terminated December 15
Employee separates December 15 – health coverage terminated December 15
Employee separates December 16-31 – health coverage terminated December 31

Please note there are also specific considerations for an employee who may have a break of service in their existing state position, and then return to another state position within a specific amount of time. For questions regarding this, please contact the Department of Employee Insurance Member Services Branch at (502) 564-6534.

RETIREMENT

For employees who are retiring from executive branch service, the health insurance coverage provided by the Kentucky Retirement Systems (KRS) begins on the first of the month in which the employee is eligible to receive retirement benefits. So, if an employee retires November 30, eligibility for KRS health insurance begins December 1. If an employee retires December 7, eligibility for KRS health insurance begins January 1.

Please note: It is important that an employee provide all required health insurance information to KRS prior to their date of retirement. This will help avoid any delay in health insurance coverage through KRS.

Also important to note for anyone planning to leaving state government in December and wishing to place annual or compensatory leave amounts into a tax-deferred [457 Plan](#) Deferred Compensation Account, all paperwork needs to be signed and submitted in **November**. The required paperwork for funds going into a [401\(k\)](#) Deferred Compensation Account can be submitted in December (or the same month as the payout). Both accounts are subject to annual limits. For anyone who ultimately does not leave state government, the paperwork could be rescinded. Please contact Rebecca Boone of Nationwide Retirement Solutions (BOONER3@nationwide.com) or Kerry Azbill (Kerry.Azbill@ky.gov) if you have any questions.